



City of Rockville NEIGHBORHOOD MATCHING GRANT APPLICATION

SUBMIT APPLICATION ALONG WITH A COPY OF YOUR ORGANIZATIONS BYLAWS TO
CITY OF ROCKVILLE, NEIGHBORHOOD RESOURCES PROGRAM, 111 MARYLAND
AVENUE, ROCKVILLE MARYLAND 20850.

INCOMPLETE APPLICATION WILL BE RETURNED PRIOR TO REVIEW.

I. APPLICANT INFORMATION *(Please type or legibly print in blue or black ink)*

Applicant Organization

Project Contact Person

Mailing Address

Day Phone

Evening Phone

Project Name

Provide a brief description of your organization including date established, its primary mission, its geographic boundaries and number of members. (Please attach membership roster)

Board Members

Title

Term

Date of last Election: _____ Date of last meeting: _____

II. PROJECT INFORMATION

1. Please mark the category that best describes this project.

☐ Neighborhood Outreach, organizing and services

☐ Neighborhood Preservation and Improvemnts

☐ Special Events

☐ Technical and/or Equipment

2. Briefly describe the project to be undertaken.

3. What problem or opportunity will be addressed by this project? *(use additional paper, if needed)*

4. Provide a detailed work plan for implementing the project. Work plan should include a timeline for the project's completion, chronology of actions/tasks to be taken, persons responsible for each task, cost estimates and a breakdown of projects overall budget. *(use additional paper, if needed)*

5. How will the project benefit the neighborhood as a whole? *(use additional paper, if needed)*

6. What process was used to ensure that the members of your neighborhood and organization were involved in the selection of this project? How will they be involved in its implementation?
(use additional paper, if needed)

III. PROJECT BUDGET

1. What type of match is being provided by your organization in support of this project?
(Break your total match down into dollar amounts according to categories listed below)

NEIGHBORHOOD CONTRIBUTION

☐ CASH \$ _____

☐ VOLUNTEER LABOR VALUE \$ _____
(Complete Volunteer Labor Worksheet)

☐ DONATIONS VALUE \$ _____
(Complete Donated Materials Worksheet)

☐ DISCOUNTED MATERIALS VALUE \$ _____
(Complete Discounted Materials Worksheet)

2. **TOTAL Neighborhood Contribution:** \$ _____
(Total sum of #1 listed above. Neighborhood contribution must be equal to or greater than amount requested from the city.)

3. **NMGP Request:** \$ _____

TOTAL Project Cost: \$ _____

NAME (please print) _____ TITLE _____

SIGNATURE _____ DATE _____

(1 Hour volunteer labor is valued at \$10.00.)

PROJECT: _____

[illegible]

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**NEIGHBORHOOD MATCHING GRANT APPLICATION
ATTACHMENT B
DONATED MATERIALS WORKSHEET**

ORGANIZATION: _____

PROJECT: _____

ITEM DONATED	DONOR	INVOICE NUMBER (Attach Invoice)	VALUE OF DONATION
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$

TOTAL VALUE OF DONATIONS: \$ _____

**NEIGHBORHOOD MATCHING GRANT APPLICATION
ATTACHMENT C
DISCOUNTED PROFESSIONAL SERVICES & MATERIALS WORKSHEET**

ORGANIZATION: _____

PROJECT: _____

ITEM DISCOUNTED	COMPANY PROVIDING DISCOUNT	INVOICE NUMBER (Attach Invoice)	VALUE OF DISCOUNT
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$

TOTAL VALUE OF DISCOUNT: \$ _____



The Neighborhood Matching Grant Program: *Helping Neighbors Help Themselves*

PURPOSE:

Why was the Matching Grant Program Created?

In its continuing effort to support and empower neighborhood associations and encourage active and interested citizen participation, the Mayor and Council has established a Neighborhood Matching Grant Program (NMGP). Through the NMGP, neighborhood associations may apply for monetary assistance to support projects, actions, and initiatives within neighborhoods. The NMGP is built upon the premise that the people who live and work in a neighborhood are its most valuable resource. They are best able to identify their neighborhood's needs, make improvements, or come up with solutions. The NMGP creates a partnership that matches the resources and creativity of citizens with the assets of City government. ***The goal of the program is to increase neighborhood connectivity and organizational capacity by engaging residents in various community service projects. Partnerships with local businesses, religious institutions, social service agencies and other community resources are encouraged.***

Eligible neighborhood projects should address one or more of the following objectives:

- neighborhood outreach, organizing and service
- neighborhood preservation and improvement
- special events aimed at fostering a sense of community pride
- acquisition of technology or supplies that directly support an existing community program or address a specific need in the community.

ELIGIBILITY:

Who Can Apply?

The NMGP is available to City-recognized neighborhood associations and multi-issue, neighborhood-based groups in the City of Rockville. The organization's membership shall be made up of residents within a specific geographic area commonly recognized as a neighborhood, who demonstrate a willingness to work together for the overall benefit of the neighborhood.

Eligible groups or organizations are recognized by the following criteria:

- partake in open and nondiscriminatory membership practices
- have clearly defined boundaries
- actively seek membership or involvement of neighborhood residents
- provide regular forums where information can be shared and issues discussed
- possess democratically elected officers or another form of participatory governance
- possess bylaws which provide for meeting the above criteria and include provisions for adopting and amending bylaws, establishing a quorum, resolving grievances, and setting the agenda
- holds a meeting at least annually
- has a roster of members

Attention: What Types of Projects are Appropriate? (please read carefully)

Project Categories:

1. *Neighborhood Outreach, Organizing and Service:* A project that results in creating, enlarging, or empowering membership of organization through positive and proactive means. (i.e., holding leadership training and commu-

nity facilitations; producing and distributing neighborhood directories, newsletters and/or special mailings; Examples of service projects include organized job training programs, health awareness initiatives, environmental efforts, children and senior activities, and educational interests, such as tutoring).

2. *Neighborhood Preservation and Improvement:* A project that creates or enhances a tangible improvement in the neighborhood. Examples include community clean ups, new landscape plantings and gardens, public art, public amenities like benches and trash receptacles, identification signs.
3. *Special Events:* A project, such as a community picnic, party or festival, that intends to foster a sense of community pride and identity, celebrates cultural awareness and uniqueness, or recognizes historical significance.
4. *Technology & Equipment:* A project that increases resident access to computers and multimedia technology, support information technology literacy and training, or utilize technology to support neighborhood organizing, planning, and action (i.e., computer hardware, software, copying machines, etc.).

THE NEIGHBORHOOD'S MATCH:

Through the Neighborhood Matching Grant Program, organizations and their projects are eligible for up to \$1,000 each fiscal year. There is a 1:1 match requirement for any amount received from the grant. For every dollar requested from the NMGP, the neighborhood must provide matched items that are at least equal to the value of the amount requested. So, if \$1000 is requested, then at least \$1000 of match must be proposed (and provided, if an award is made).

NEW!

It is mandatory that at each project has at least a 25% match in volunteer hours or "sweat equity" from the neighborhood.

In addition to volunteer hours, items that can be used solely or in combination to make up an organization's match include:

- donated or discounted professional services
- donated or discounted materials or supplies
- cash

Parameters:

- Volunteer labor is valued at \$10.00 per hour.
- Assistance from City staff or funds from elsewhere in the City cannot be counted as match.
- Time spent preparing the grant applications or fundraising cannot be counted as a match.
- Donated professional services and materials are valued at a rate equal to fair market value.
- **The same project may be awarded funds for no more than three (3) consecutive fiscal years. Therefore, staff encourages neighborhoods to attempt new and creative initiatives.**
- It is the responsibility of the neighborhood to provide ongoing project maintenance.
- Project builds upon or leverages existing assets.
- The project can successfully be sustained or maintained by neighborhood (requiring no further funds from NMG).
- The project must be completed within 12 months.

NEW!

THE GRANT PROCESS:

Application, Evaluation Criteria, and Selection

Applications must be submitted by May 1st of each fiscal year in order to be considered. Only one application per year will be accepted.

Applying For a Matching Grant:

- *Recognition:* The applicant must be recognized by the City's Neighborhood Resources Program. Application must include a history of the organization, listing of officer information, bylaws and boundaries, membership roster, minutes from meetings of the past year, including important resolutions or actions that occurred at the meetings.

- *Application:* A NMGP Application must be submitted prior to stated deadlines. Staff will be available to assist organizations in filling out their application forms.
- *Work Plan:* As part of their formal application, organizations will submit a detailed work plan for their intended project. The work plan will include a timeline for the project, a chronology of actions or tasks that will be carried out, the persons responsible for carrying out each action or task, cost estimates by task, and a breakdown of the project's overall budget.
- *Participation and/or Support:* Neighborhood involvement is a key goal of the Neighborhood Resources Program and an integral part of the evaluation criteria. Local support, particularly by those residents most affected by a proposed project, is not only necessary for consideration, but is needed if the project is to be successful within the neighborhood. As part of their application or work plan, organizations are expected to demonstrate neighborhood-based involvement and support for the proposed project. This may be done through volunteer sign-up lists, the formation of new working partnerships, letters of intent or support, cooperative pacts, or petitions of interest.
- *End of Project Report:* At the conclusion of the project, the grant recipient will submit an End of Project Report. (*A guide form can be obtained from the Neighborhood Resources Program*). The report should contain the amount of the grant, items purchased, corresponding expenditure amounts as well as who received payment and documentation photos of the project. Grant recipients shall maintain a file containing copies of original receipts, invoices, estimates, timesheets and other documents based on your written agreement. Grant recipients are required to provide these as proof of fulfillment of matching grant requirements. Please keep a thorough file of records as the financial report may be audited by the City of Rockville. **Your project must be completed and your End of Project Report submitted by June of the next fiscal year. If a final report is not submitted for a previous grant award, the applicant will be ineligible to apply for any subsequent fiscal year's Neighborhood Matching Grant until the report is received.**

EVALUATION CRITERIA:

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Projects will be evaluated and selected by a committee of City of Rockville staff based on the following criteria:

1. *Community Involvement* - The project proposal reflects agreement of a majority of the affected neighbors and association board. The proposal demonstrates direct involvement of residents in all phases. This includes collaboration between neighbors and non-residential groups such as businesses, schools, non-profit organizations, religious institutions in the neighborhood. (maximum 40 points)
2. *Tangible Neighborhood Benefit* - The project results in an observable physical improvement to the neighborhood or a measurable change in sense of local community or neighborhood identity. The project should emphasize self-help, involvement and an indication of it's continuing benefit(s). For physical improvements, ongoing maintenance must be addressed. (maximum 30 points)
3. *Project Readiness* - The project clearly defines an identified need in the community with attainable goals. The project budget is based on reasonable, defensible costs and specifications. The project is well planned and ready to proceed. (maximum 10 points)
4. *Neighborhood Match* - The matching portion of the grant meets the requirement, is well documented and secured. (maximum 20 points plus potential 10 bonus points).
REMINDER: It is mandatory that at each project has at least a 25% match in volunteer hours or "sweat equity" from the neighborhood. Grants matched with 100% "sweat equity" will be given up to 10 bonus points.

SELECTION

The committee will review grant applications on a quarterly basis (September 1, December 1, March 1, and June 1) and funds will be disbursed accordingly. Applicants may be asked to provide additional information, if warranted.

The Neighborhood Resources Program will be available to answer any questions applicants may have while preparing their packet.

Please contact the Neighborhood Resources Office at 240-314-8340 for further questions.

NEW!